

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 2/1/2016

EVENT NAME: Ice on 8th

ORGANIZER: Manitowoc Trading Co. - Barry Nelson

EVENT DATE: 2/6/2016

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Ice carvings along downtown streets, organized figure skating demo & pee wee hockey demo at ice rink

ESTIMATED CITY COSTS:

STREETS	
PARKS	20
RECREATION	
FIRE	
POLICE	0
TOTAL	20

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE	
LICENSES	
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
TOTAL COLLECTED	0

COMMITTEE CONCERNS:

COMMITTEE DECISION: *Approved subject to insurance*

APPROVE

DENY

[Handwritten signatures and initials under APPROVE]

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

Deborah Neuser

From: Sandy Ronski
Sent: Wednesday, January 27, 2016 12:41 PM
To: SpecialEvents
Subject: Dept. Recommendation Form - Ice on 8th
Attachments: Dept Recommendation Form - Ice on 8th.pdf

Below is the Special Event Application Form for Ice on 8th. I am filling in at the Transfer Center this afternoon and am not able to get the e-mail to print the entire page here, so I am sending the application to you as is.

Due to time constraints, the Special Event Committee will discuss this issue on Monday.

Sandy Ronski
Operations Clerk II
Cemetery, Parks, Transit, and Streets & Sanitation Divisions
City of Manitowoc
2655 S 35th St.
Manitowoc, WI 54220
Phone: 920-686-6518
Fax: 920-686-6525
www.manitowoc.org

From: B. Nelson [<mailto:barry.nelson@ethinktank.biz>]
Sent: Wednesday, January 27, 2016 11:26 AM
To: Sandy Ronski
Cc: Chad Scheinoha
Subject: Ice on 8th Special Events Form

Sandy,

Thanks for the follow ups and all your hard work for our city. Attached is the Special Events Form for Ice on 8th.

Summary of events on Saturday 6 Feb is:

0800 - Ice Carving begins along 8th street. (Last year we had 5 4'x2' blocks, this year will feature 16). The ice blocks will not impede pedestrian traffic. They'll sit near businesses like the flower pots Mainly Manitowoc had put out in the past.

0900 - Organized figure skating demonstration at ice rink.

1000 - Organized pee wee hockey demonstration at ice rink.

1200 - Open public skate at rink.

MPL will have special ice/snow related activities all day.

Some business will open early/close late and offer special discounts. Manitowoc Trading Company for instance will open at 8 and offer 8% off storewide.

Let me know if you need anything else and thank you again for what you do and every day you do it.

12. **Legal Notice**
I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event organizers and participants must comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for park facilities, temporary beer/wine licenses, stake and fireworks permits, and other necessary licenses and permits are in addition to the fees submitted for the Special Events Application. I further understand that an incomplete application may be cause for the denial of the event.

The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damage claims or personal injury claims occurring during this event. It is further agreed that all personal property of any kind brought on the premises shall be at the sole risk of the undersigned, and that the City of Manitowoc shall not be liable for any injury, loss or damage to said property or injury to any persons on the premises. The undersigned agrees to be responsible for any damage caused to said facility or equipment by mischief or negligence. By signing, I acknowledge that I have authority to bind the sponsoring organization and acknowledge that I have received, read and understand the Special Events Policy and agree to be bound by all requirements as stated in the Special Events Policy and it is hereby incorporated by reference into this signed agreement.

Date of birth of applicant: 22 Dec 74
Signature of Applicant: [Handwritten Signature]

Date: 27 Jan 16

If you are requesting delivery/pickup by City personnel, the following non-waivable delivery fees will apply.

DELIVERY FEES	
Total Cost of Items Rented	Delivery Fee
\$0.00 - \$100.00	\$ 50.00
\$100.01 - \$250.00	\$ 75.00
\$250.01 - \$500.00	\$125.00
\$500.00 - \$1,000.00	\$250.00
\$1,000.01 and above	\$350.00

Delivery fees will be adjusted based on actual items rented.

9. **Stake Permit:** There is a \$50.00 NON-WAIVABLE stake permit fee per event. If any item will be staked into the ground, the event organizer is responsible for ensuring Digging Hotline is contacted a minimum of three business days before set-up. Will any of those items (or items of similar nature) be erected or placed on the event grounds?

Test or recovery:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fence:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sign:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Booster house:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

No If electric, where will item be plugged in? _____
 No If electric, where will item be plugged in? _____

If yes for any, give a detailed explanation under #5.

10. **Safety and Security for Your Event:**

Do you have the correct level of insurance for your specific event? Yes No
 Please see the Special Events Insurance Form to ensure you have the proper coverage. You will submit the insurance certificate AND your Mech- requires maintenance to the City Clerk's Office at least 10 days before your event.

Do you need assistance from the Police or Fire Department? Yes No If yes, please describe: _____

IDEAL POLICY BY BUSINESSMEN (WAS) 4 IDEAL MECH- 2020 WAXE RIDEA MECH-

LAUREN NELSON
 Name of Security Coordinator

924 645-4927
 Phone # before event

924 645-4927
 Phone # the day of the event

Do you have a plan in place to deal with medical emergencies that may occur during your event?
 The City reserves the right to require a detailed written public safety plan. Yes No

11. **Fees & Reimbursement:** Unions waived by the Special Event Committee, the standard fees for all rentals and licenses will apply. The City may also require reimbursement for extraordinary expenses. Charges will apply for lost, stolen, or damaged equipment. **Stake Permit Fees, License Fees and Delivery Fees will not be waived.**

Is a waiver of some or all fees requested? Yes No

If yes, please explain what fees you desire waived or reduced and the reason(s): _____



6. **Mariners Trail Permit:** Will any portion of the Mariners Trail be used? Yes No
 If yes, where on the trail will the event begin, where on the trail will the event end?

When use of the trail is requested, consideration is given to how the public's use of the trail will be affected. Set up / take down and clean up, as well as other services provided by a City staff may be billed on a cost-recovery basis. **The event organizer must provide a copy of event liability insurance naming BOTH CITIES as co-insured at least 10 days prior to the event. Permits do not allow "exclusive use" of the trail and the general public must be allowed to share the permitted areas.**

This agreement is made and entered into by and between the Cities of Two Rivers and Manitowoc, Wisconsin, hereinafter called "City" and the above-named individual, hereinafter called "Permittee." The parties agree as follows: Bookings must be made no earlier than 12 months in advance. The Permittee understands his/her responsibility is to set up, clean up and restore premises within the time period listed above.

Limitation of Use: Permittee agrees that the number of persons on the rented premises during the rental period shall not exceed the capacity of the facility and that no intoxicating liquor or fermented malt beverages shall be served to minors. Permittee agrees to use premises rented for the purpose stated above and no other. In the event this Limitation of Use is not complied with, Permittee shall be charged and agrees to pay a fee of \$200.

Permittee agrees to abide by the rules and regulations contained in this agreement.

FOR OFFICE USE ONLY

Signature of City of Two Rivers designer _____

Date _____

7. **Tell Us About Your Event:**

What is the estimated attendance at your event, including observers? 200

How many vendors will be at your event? 0 How many vehicles? _____

Do you require any special parking restrictions? Yes No If yes, what type, when, and where: _____

Parking on green area of a park is not allowed without prior approval. Contact the Police Department if traffic control is needed.

Will food be prepared and/or served at the event? Yes No

You are responsible for obtaining any necessary permits for food from the Manitowoc County Health Department.

Will you be having a band or amplified music? Yes No

Will a loudspeaker or similar electric sound amplification system be used outdoors? Yes No

If yes, what hours: _____

Will the City need to provide any special electrical assistance or lighting (teflon diamonds, etc.)? Yes No
 If yes, please describe: _____

Contact the Parks Director at 800-3380 with questions.

Will any of the following services be required? Clean-up Street-sweeping

For help defining your parking, clean-up, traffic control needs, please contact the Streets & Sanitation Division at (920) 688-XXXX

City of Manitowish
SPECIAL EVENTS APPLICATION FORM

NOTICE: This application must be turned in to the Parks Office a minimum of 60 days prior to the date of the event. Your Certificate of Insurance must be on file in the City Clerk's Office a minimum of 10 days prior to the date of the event. If you have questions, please see the Special Event Guidelines & Policy for a list of contacts.

1. Name/Description of Event: ICE ON BTH End Date: _____
 2. Date of Event: 5 APRIL If multiple days, Start Date: _____
 Include dates and times needed for setup and take-down/cleanups
 3. Time Event will Begin/Setup: 3:00 PM Actual Start Time: 8 Actual Finish Time: AM

4. Name and Complete Address of Organization/Individual Organizing the Event:
SARAH NELSON/TERESA HANNAH ROYAK F
Name of organization responsible for event
SARAH NELSON
Name (first, middle, and last) of event organizer

Telephone # PRIOR TO event: 920, 695 4927
 Telephone # DURING event: 920, 695 4927

Contact name DURING event (if different): _____
 Street Address: 802 S 8TH ST
MANITOWISH, WI 54220
City, State, Zip

Email address: SARAH.NELSON@RETHINKTANK.ORG
Name of event organizer

Is the sponsoring organization a 501(c)(3) organization? No Yes

5. Location of the Event: Generally describe your event and its purpose and attach a DETAILED map or diagram of your event. Also, indicate the directions of the route, if any, including all turns and the number of traffic lanes to be used. Maps of the City and its parks are available online at www.manitowish.org

ICE SAIDINGS (4x2) ALONG 8TH STREET DOWNTOWN
BETWEEN COURT HOUSE PUB (BOTH WASHINGTON) AND
8TH + ROCK STREETS
BARNS WILL NOT IMPEDE PEDESTRIAN TRAVEL. PLACED
SIMILAR TO FLOWER POT

Will the event be held in a Manitowish park or utilize any park facilities? No Yes ICE RINK No

HOLD HARMLESS, WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNIFICATION OF THE CITY OF MANITOWOC

Volunteer Project: DOWNTOWN ICE RINK
Project Location: LOT NEAR CUSARY 8700W City Department: _____

In consideration for being granted permission to participate as a volunteer for the above project in the City of Manitowoc, Wisconsin, for the time period commencing on JAN 16 (date), until either I, or the City, terminate my services, I, the undersigned, in full recognition and appreciation of any dangers and hazards inherent in the activities to which I, or my child, will be exposed as a volunteer for the City of Manitowoc, do hereby voluntarily agree to assume all of the risk and responsibilities surrounding my, or my child's, participation, and further, I do for myself, my child, my heirs, and personal representative(s) hereby agree to defend, hold harmless, indemnify, release and forever discharge the City of Manitowoc, its affiliated officers, officials, departments, committees, employees, agents, representatives, successors, assigns and volunteers from and against any and all claims, demands, actions or causes of actions of any sort on account of my, or my child's participation, including but not limited to damage to personal property, personal injury, or death which may result. I further understand that any costs incurred for medical treatment or illness or injury resulting from participation shall be my sole responsibility.

I, the undersigned, agree and intent that this Release, Waiver of Liability, Assumption of Risk and Indemnification Agreement extends to all acts or otherwise and is intended to be as broad and inclusive as is permitted by the laws of the State of Wisconsin in which the activities are being conducted and that if any portion thereof is held to be invalid, it is agreed that the balance, notwithstanding, shall continue in full legal force and effect.

I HAVE READ THIS RELEASE, WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNIFICATION AGREEMENT, AND FULLY UNDERSTAND ITS TERMS. I UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND INTEND BY MY SIGNATURE(S) TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.

Dated this 16 day of JANUARY 2016
B. Nelson Parent/Guardian Signature
Signature
BARRY NELSON Print Name
Print Name

VOLUNTEER'S CONTACT INFORMATION

Cell phone: (920) 645-4927 Do you receive text messages? (Yes) No

Home phone: _____

B. Nelson
(920) 645-4927
www.eThinkTank.Biz
Follow Me On LinkedIn or Twitter @Nelevision

December 9, 2015

Mayor Justin Nickels
City Clerk Jennifer Hudon
City of Manitowoc
900 Quay St.
Manitowoc, WI 54220

Dear Mayor Nickels and City Clerk Hudon:

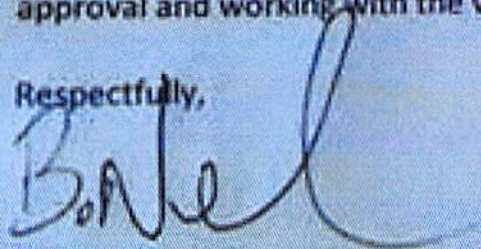
I am writing to you and the City Council for approval to host Ice on 8th in the downtown district on Saturday, February 7th, 2016. This will include ice and snow carving near the corners of S. 8th Street and Quay, Franklin, Jay and Washington.

We are requesting use of sidewalk space at the aforementioned intersections in a limited manner similar to last years Ice on 8th and the way previously authorized flower pots are done.

The event will not cause closure of any sidewalks. No power tools will be used.

We greatly appreciate you taking the time to consider these requests. We look forward to your approval and working with the various departments on the specific logistics.

Respectfully,

A handwritten signature in black ink, appearing to read "Barry Nelson", with a large, sweeping flourish extending to the right.

Barry Nelson
Member,
Ice on 8th Ad-hoc Committee